



MARJORIE KELLY
Interim Director

County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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(213) 351-5602

September 5, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**REQUEST FOR ADDITIONAL PURCHASE ORDER AUTHORITY FOR
INDEPENDENT LIVING PROGRAM VOCATIONAL TRAINING SERVICES
PROGRAM FOR FOSTER YOUTH
(ALL DISTRICTS) (3-VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and delegate to the Internal Services Department Purchasing Agent additional purchase order authority to extend an existing purchase order from October 1, 2002 through June 30, 2003 (with thirteen agencies as shown in Attachment A), which will increase the amount of the current purchase order by \$876,268, and issue a new purchase order in the amount of \$291,698 for the period July 1, 2003 through September 30, 2003 (see Attachment B). These actions will allow for the continuation of vocational training services to foster youth for an additional year until a competitive solicitation can be completed. Funding is 100% federal, with no net County cost (NCC). The amount of \$876,268 is included in the Department of Children and Family Services (DCFS) FY 2002-03 Adopted Budget, with the remaining portion of \$291,698 to be requested in the DCFS FY 2003-04 Proposed Budget at no NCC.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The purpose of the recommended actions is to continue provision of vocational training services to foster youth by thirteen agencies at current funding levels through purchase orders until a competitive selection process can be completed. These actions are necessary because the Request for Proposals (RFP) under development has been delayed to include changes in program requirements, which have been recommended

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by the Emancipation Interim Team's study of Independent Living Programs (ILP). Additional purchase authority must be approved by your Board, since DCFS has exhausted the available level of purchase order authority (less than \$100,000 per contractor) that is delegated by your Board to the Purchasing Agent.

Without approval of the recommended actions, foster youth will not receive the vital vocational training needed to achieve self-sufficiency and economic well-being.

Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the County Strategic Plan by ensuring continuing, seamless service delivery (Goal #1 – Service Excellence, Strategy #2 – Design seamless (“One County”) service delivery systems), and making progress toward positive outcomes for children and families (Goals #5 – Children and Families’ Well-Being, Strategy #2 – Measure progress towards improving the five outcomes for children and families).

FISCAL IMPACT/FINANCING

Funding for the additional \$1,167,966 for the ILP Vocational Training Services Program will consist of 100% federal ILP funds, at no NCC. The funding for the period October 1, 2002 through June 30, 2003 is included in the DCFS FY 2002-03 Adopted Budget, and the remaining funds, for the period July 1, 2003 through September 30, 2003, will be requested through the FY 2003-04 Proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On March 30, 1999, your Board approved ILP Vocational Training Services Agreements for the period April 1, 1999 through September 30, 2001. On September 14, 2001, your Board approved Amendments providing six-month extensions to the existing Agreements (for the period October 1, 2001 through March 31, 2002) to allow additional time for an RFP process to be completed. The ILP Vocational Training Services RFP was not completed by the anticipated date since a review of the current program contracts pursuant to the Board directive establishing the Emancipation Interim Team indicated that a different set of program standards needed to be developed. In June 2002, DCFS utilized purchase order authority through the Internal Services Department (ISD) for an additional six months, from April 1, 2002 through September 30, 2002, utilizing the same Statements of Work as contained in the original Agreements.

Board approval is necessary for the Purchasing Agent to supplement and extend the existing purchase order for the period October 1, 2002 through June 30, 2003, and issue a new purchase order for July 1, 2003 through September 30, 2003.

The RFP process for this request has been beset with a variety of difficulties due to the complexity of the program and reorganization of DCFS's Emancipation Division. When issued, the RFP will incorporate new recommendations for the vocational training services program made by the Emancipation Interim Team which has completed a study of emancipation programs for foster youth.

This program meets one of the exemptions for timely submission of Agreements contained in Board Order No. 70, approved by the Board on September 19, 2000. Specifically, this program is critically needed to continue to provide foster youth with employment and training experiences to assist them in becoming economically self-sufficient adults. If this program is not continued, foster youth will not be afforded these opportunities to assist in their personal development. DCFS was unable to complete this Board letter until August 12, 2002 when it received a waiver from the California Department of Social Services to allow continuance of the current service providers.

This Board letter has been reviewed by the Chief Administrative Office (CAO), ISD and County Counsel, and CAO has approved this Board letter. The current service providers are in compliance with all Board, CAO and County Counsel requirements pertaining to purchase orders.

CONTRACTING PROCESS

The California Department of Social Services has approved a one-year extension, pursuant to State Regulation 23-650, to allow for the competitive bid to be released and a contract to be executed (see Attachment C). DCFS has complied with the requirements set forth in State Regulation 23-650.2, Procurement by Negotiation.

IMPACT ON CURRENT SERVICES

Approval of the recommended actions will allow uninterrupted provision of vocational training services to foster youth for the period October 1, 2002 through September 30, 2003. These services are critical to youth by providing them with employment and training experiences that will assist them in becoming economically self-sufficient adults.

CONCLUSION

Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send a copy of the adopted stamped Board letter and Attachments to:

The Honorable Board of Supervisors
September 5, 2002
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1. Department of Children and Family Services
Attention: Theresa Wisda, Contract Manager
425 Shatto Place, Room 205
Los Angeles, California 90020
2. County Counsel, Children's Services
Attention: Kathleen Felice, Senior Deputy County Counsel
201 Centre Plaza Drive
Monterey Park, California 91754-2143
3. Internal Services Department
Attention: Joe Sandoval, Division Chief
1100 North Eastern Avenue, Room 102
Los Angeles, California 90063

Respectfully submitted,

MARJORIE KELLY
Interim Director

MK:PVF
TW:rd

Attachments (3)

- c: Chief Administrative Officer
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Internal Services Department

**Los Angeles County
Independent Living Program Vocational Training Services Program
October 1, 2002 through September 30, 2003**

NEW PURCHASE ORDER REQUEST FOR FY 2003-2004

Agencies and Purchase Order (P. O.)Amounts

<u>Agency Name</u>	<u>P. O. Request 7/1/03-9/30/03</u>
1. Aviva Family and Children Services (Hamburger Home)	\$20,470
2. Bridges Children's Foundation	\$23,029
3. David and Margaret Home	\$51,175
4. Gay and Lesbian Adolescent Social Services, East	\$40,940
5. Gay and Lesbian Adolescent Social Services, West	\$20,470
6. The Help Group Child and Family Center	\$15,352
7. Los Angeles Opportunities Industrialization Center	\$12,794
8. Murrell's Farm and Boys Home	\$25,588
9. Penny Lane (National Foundation for the Treatment of the Emotionally Handicapped)	\$10,235
10. Pomona Valley Youth Employment Services	\$35,823
11. Project Impact	\$15,352
12. Jobs for Progress, Inc./S.E.R. South Bay	\$10,235
13. Special Services for Groups, Inc.	<u>\$10,235</u>
TOTAL	\$291,698

**Los Angeles County
Independent Living Program Vocational Training Services Program**

EXISTING AND SUPPLEMENTAL PURCHASE ORDER FOR FISCAL YEAR 2002-2003

Agencies and Purchase Order (P.O.) Amounts

<u>Agency Name</u>	<u>Existing P.O. Amount 7/1/02-9/30/02</u>	<u>Supplemental P.O. Request 10/1/02-6/30/03</u>	<u>TOTAL AMOUNT</u>
1. Aviva Family and Children Services (Hamburger Home)	\$20,470	\$61,410	\$81,880
2. Bridges Children's Foundation	\$23,029	\$69,087	\$92,116
3. David and Margaret Home	\$49,999	\$154,701	\$204,700
4. Gay and Lesbian Adolescent Social Services, East	\$40,940	\$122,820	\$163,760
5. Gay and Lesbian Adolescent Social Services, West	\$20,470	\$61,410	\$81,880
6. The Help Group Child and Family Center	\$15,352	\$46,058	\$61,410
7. Los Angeles Opportunities Industrialization Center	\$12,794	\$38,380	\$51,174
8. Murrell's Farm and Boys Home	\$25,588	\$76,762	\$102,350
9. Penny Lane (National Foundation for the Treatment of the Emotionally Handicapped)	\$10,235	\$30,705	\$40,940
10. Pomona Valley Youth Employment Services	\$35,823	\$107,467	\$143,290
11. Project Impact	\$15,352	\$46,058	\$15,352
12. Jobs for Progress, Inc./S.E.R. South Bay	\$10,235	\$30,705	\$40,940
13. Special Services for Groups, Inc.	<u>\$10,235</u>	<u>\$30,705</u>	<u>\$40,940</u>
TOTALS	\$290,522	\$876,268	\$1,166,790